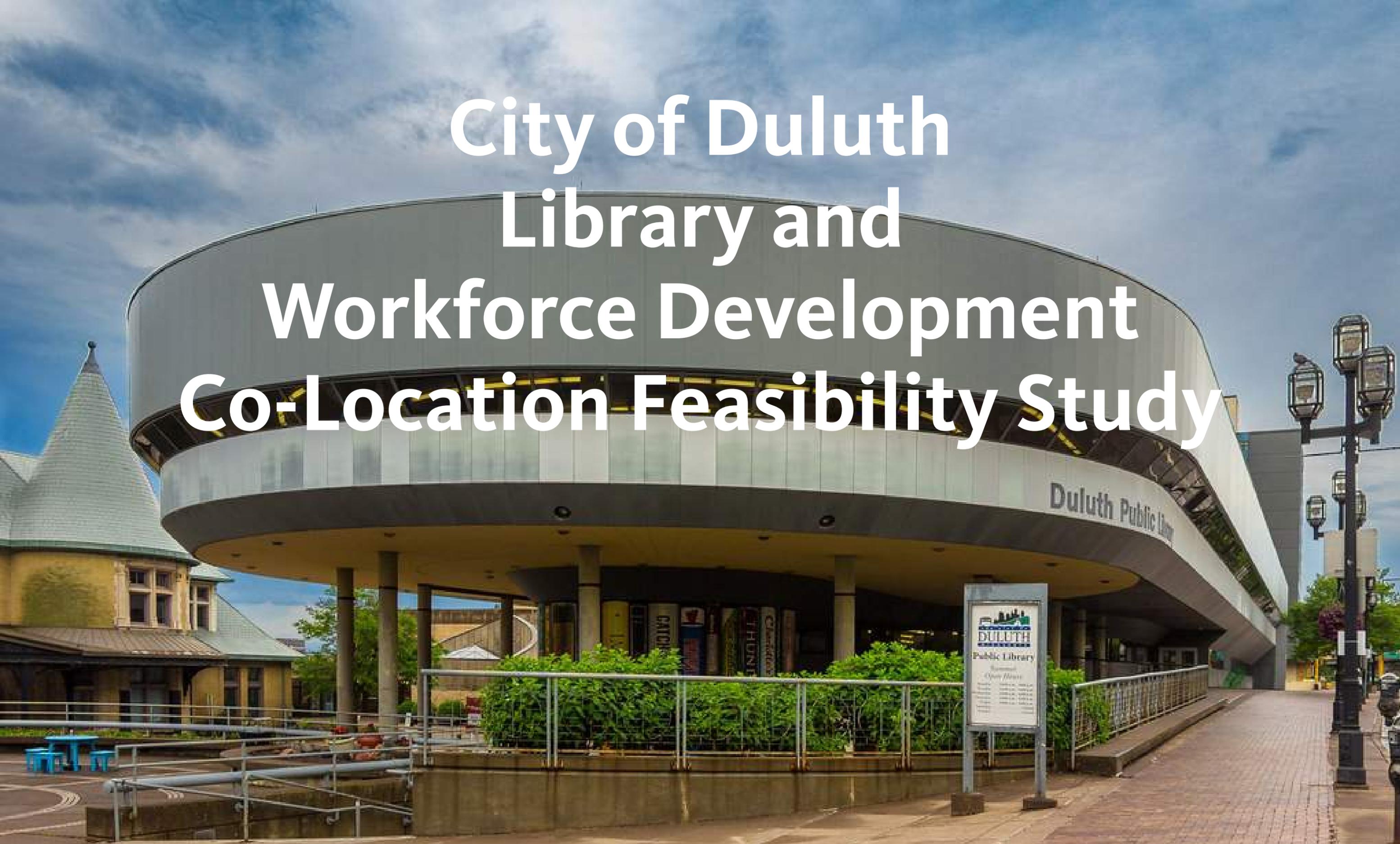


# City of Duluth Library and Workforce Development Co-Location Feasibility Study



## MISSION

### CITY OF DULUTH MISSION STATEMENT

*To promote the health and well-being of our community, environment and economy by facilitating recreational opportunities and coordinating the enhancement of our parks, facilities and natural resources now and into the future.*

*The **City of Duluth Workforce Development Department** has been serving the Duluth community since 1968 with quality employment and training services. As a partner in CareerForce, we are a key part of Minnesota's career development and talent matching resource offering a variety of programs and services to career seekers and employers. Their work is guided by the Regional and Local Strategic Plan dated 2021 – 2024.*

*The **City of Duluth Public Library** strengthens our community by promoting the love of reading and life-long discovery, helping ensure children are ready and excited to learn, offering robust connections to the digital world, and providing a creative and welcoming environment for all. See the Appendix for the Duluth Public Library Five Year Strategic Plan dated May 2016.*



Ridgedale Public Library  
Hennepin County

## CORE TEAM PROJECT PARTICIPANTS

### CITY OF DULUTH

Jim Filby Williams      Director of Parks, Properties & Libraries  
Erik Birkeland        Property and Facilities Manager  
Jennifer Ondrik

### DULUTH PUBLIC LIBRARY

Carla Powers            Manager  
Byron Johnson        Circulation Coordinator  
Steph Myers          Adult Services Supervisor  
Sue Schumacher      Youth Services Supervisor  
Jason DeShaw        Circulation & Technical Services Supervisor

### DULUTH WORKFORCE DEVELOPMENT

Elena Foshay          Director  
Carol Turner          Senior Development Coordinator

### GENSLER

Courtney Albracht, NCIDQ  
Jessie Bauldry, AIA  
Sara Rothholz Weiner, AIA, LEED AP



Farmers Branch Manske Library, Design Concept  
Farmers Branch, TX

## FEASIBILITY STUDY GOALS

**Test planning and stacking concepts** that demonstrate the feasibility of co-location for City of Duluth's Public Library and the Workforce Development Department within the existing footprint of the downtown library located at 520 West Superior Street.

This is a preliminary study, and will be followed by a more extensive design process. This study is intentionally limited as a way to determine the feasibility and practicality of this co-location concept.

### OVERALL GOALS INCLUDE:

- Develop fit planning and stacking concept options to learn if co-location works could work operationally, spatially and functionally.
- Provide the visiting public and staff with a **welcoming, safe, accessible, intuitive experience**
- Accommodate a high level of **public services**
- Learn about the operational and programmatic needs of each department
- Discover and identify synergies and opportunities for shared spaces
- Address exterior fenestration to increase **daylight**
- Explore strategies to **increase visibility** throughout the spaces
- Review code requirements



Farmers Branch Manske Library, Design Concept  
Farmers Branch, TX



## KICK OFF

- Confirm Scope
- Key Objectives
- Articulate Vision
- Plan for Engagement Workshops with Library staff and with Workforce staff to learn more about programmatic needs, community needs, values, adjacencies, operations, staff needs, potential shared space and innovative concepts.
- Review Schedule
- Establish Communication Protocols

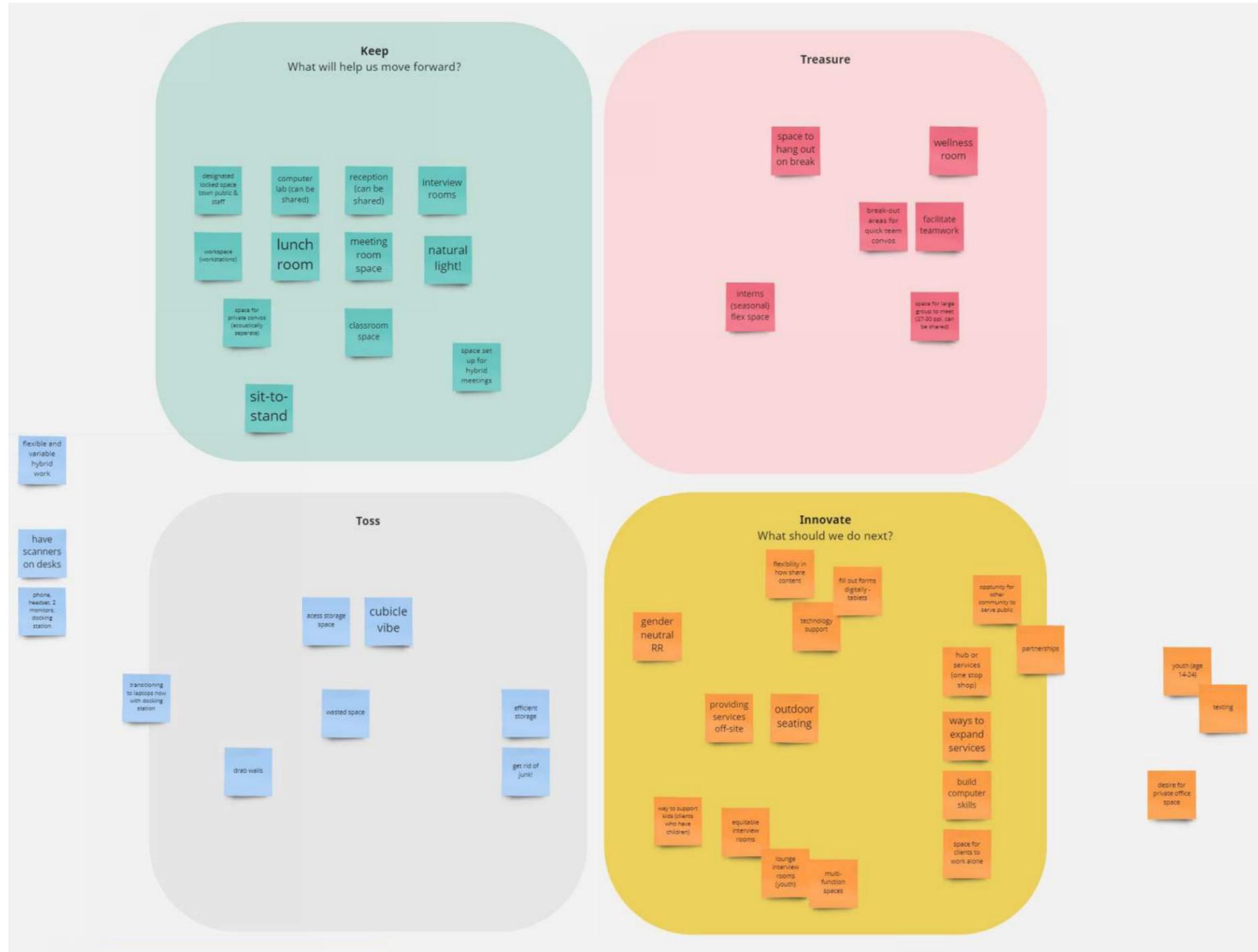


Frisco Public Library  
City of Frisco, TX



# WORKFORCE DEVELOPMENT ENGAGEMENT

## STAFF BRAINSTORM WORKSHOP





# WORKFORCE DEVELOPMENT ENGAGEMENT

## STAFF BRAINSTORM WORKSHOP

### OF VALUE

- Designated secure workspace for staff that is separate from public's spaces
- Workstations for everyone
- A lunchroom/breakroom where we can **gather**
- Space for private conversations, acoustically separate
- Sit to stand desks
- Reception area that is **welcoming**. This could be shared
- Classroom space to support learning
- Access to **natural light**
- Interview rooms that accommodate **technology**
- Spaces set up for hybrid meetings
- **Meeting** spaces for the department teams

### TOSS

- **"Cubicle Vibe"**
- Wasted space. Current circulation is over scaled
- Drab walls and **institutional** design
- "Get rid of some of the junk". It will be good to "house clean" as we prepare for a move

### TREASURE

- A place to hang out during breaks
- Break out spaces that accommodate quiet team meetings and **collaboration**
- Provide spaces for interns
- Space for **large group** to meet
- **Wellness** Room (Zen Den)

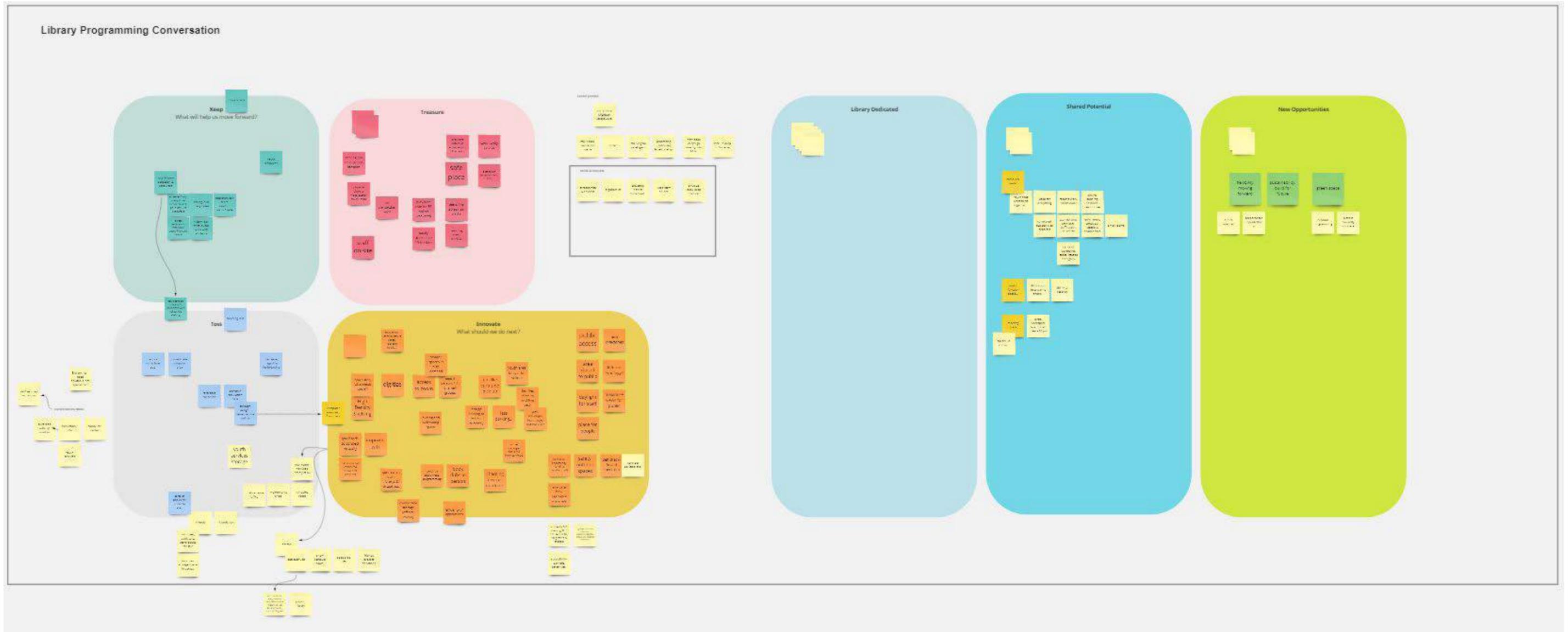
### INNOVATE

- Inclusive and gender neutral restrooms
- Providing services off-site
- **Outdoor seating**
- Find ways to support clients who arrive with children
- Equitable interview rooms
- Lounge interview rooms (**youth oriented**)
- Multi-functional spaces
- Spaces for clients to work on their own
- Support the community to build computer skills
- Find new ways to expand services
- Be a one stop shop – **hub for services**
- **Seek partnerships**
- Transition to more digital environment. Fill our forms on tables instead of paper
- Flexibility in how to share content
- **Technology** support



# LIBRARY ENGAGEMENT

## STAFF BRAINSTORM WORKSHOP





# LIBRARY ENGAGEMENT

## STAFF BRAINSTORM WORKSHOP

### OF VALUE

- Digitize more of the collection to reduce its foot print
- Digitize or reduce the number of periodicals that are held in storage
- **Youth** Services
- **Partnership** spaces. Potential to be placed closer to Workforce
- Local History Collection.
- Computer Public Access
- Provide well attended **programs** for all ages

### TOSS

- Current shelving is 86” tall. Today’s standard height is 66” with 85% capacity filled.
- Weed collection
- **Elevator is small**
- Reference collection
- Decrease magazines for browsing
- Change the circulation desk
- **Stair impedes visual access**
- Stair creates a barrier for the Youth Services area

### TREASURE

- Value Partnerships
- **Equitable** Access
- **Safe** place for the **community**
- Provide services to people throughout their life span
- Physical place to **meet, gather and study**
- Destination for entertainment and information
- Align with City of Duluth’s Sustainable Goals and energy efficient design and management of facilities
- “Dream big and invest as necessary and engage **sustainability** and energy plan management team to take advantage of opportunities”
- On site staff
- Youth Focused Areas and Collections

### INNOVATE

- Reconfigure staff area and service areas
- Co-join Computer Help Service Desk with Reference Desk
- More Self Check-outs
- Provide more **flexible** and modular collaboration and **meeting spaces**
- Improve Wi-Fi. Extend to exterior spaces
- **Improve Exterior Spaces**
- Foundation and Friends currently have space in the library
- Improve Technical Services Flow and Operations and Space
- Institute reservations system for majority of meeting spaces.
- Design the Library around **people**.
- **Provide the public with the best views and access to daylight.**
- Ensure that there are open view vistas for **safety** throughout the library.
- Ergonomic Design
- Improve book drops.
- Restrooms at Youth Services area
- Continue curb-side pick up

# NEXT-GEN LIBRARY

## FROM

## TO

A building .....	An <b>immersive experience</b>
An interior space .....	A <b>community</b> space
A quiet space .....	A <b>connector</b> space
A place for study .....	A place for <b>exploration</b>
A place for books .....	A space for <b>finding meaning</b> and <b>purpose</b>
The usual rooms and objects .....	A <b>transformative program</b> and experience
A landmark .....	A <b>community engagement</b>
Informed by convention .....	Informed by <b>research, stakeholder engagement, and data</b>
For the studios .....	For <b>anyone and everyone</b> —from anywhere

## **PROVIDE CHOICE BETWEEN VIRTUAL AND PHYSICAL**

Learning environments that support seamless digital and physical experience will become the norm. Hybrid environments must be adaptable to support every learner, while keeping up with constant change. Single-use spaces will be a thing of the past; spaces will have multiple “lives” as they evolve.

## **DESIGN FOR MULTIPLE AND DIVERSE PATHWAYS**

There is not one optimal experience. There are multiple and diverse pathways so that every learner feels welcome and a sense of belonging. Instead of designing to the mythical “average learner” - adapt to accommodate outliers and provide space for all learners and for all pedagogical styles of instruction and teaching.

## **IN-PERSON EXPERIENCES ARE ESSENTIAL TO THE POST-PANDEMIC MIX**

Virtual access to knowledge continues, but in-person experiences are essential for cognitive skills, social and emotional relationship building and igniting inspiration.

## **COMMUNITY AND CONNECTION**

The project must support the “whole person” providing spaces for interaction and collaboration and locate services to maximize visibility and accessibility. A combination of digital platforms integrated with physical space will bring the most value and enhance the learner’s sense of belonging.

## **TECH -ENABLED COLLABORATION AREAS**

Despite advancements with online communication and whiteboarding programs, face to face collaboration is still supreme. Research shows that we will need to provide places of gathering, where groups can meet, create together, and learn. Flexible “hackable” space supports dynamic in-person collaboration. These hyper flexible and tech enabled learning environments provide choice base on how learners and educators best engage in virtual and physical space.

## LIBRARY PLANNING TRENDS “POST” PANDEMIC

- Support Community **Health** and **Wellness**
- **Safety** and Security
- **Bridge the technology and resources disparity**
- Lessons Learned from Pandemic
  - Virtual Programming
  - Curb-side
  - Realignment of Staff
  - Placing Holds Online
- Third Place. Social Infrastructure.
- **Leverage exterior spaces** to provide access to power and WiFi and programs
- Prioritize **spaces for people**
- Open visibility throughout the library
- **Sustainable** practices
- Strategize space use on Preparedness Challenges (climate, pandemic)
- Provide spaces for creating content
- **Build partnerships**
- Provide access to social services
- American Library Association (ALA) codified a commitment by libraries to recognize and dismantle systemic and individual biases, confront inequity and oppression and enhance diversity and inclusion by adding a 9th principle to the ALA Code of Ethics. Impacts collections and the practices to create more inclusive and accessible spaces.



Frisco Public Library  
City of Frisco, TX

# Planning Concepts and Strategies



## SAFETY AND SECURITY

Central **Stair** Relocation. The relocation of the central open stair towards the perimeter of the space and adjacent to the elevator dramatically opens the floor plan to allow for visibility throughout the floors. The stair in its existing location divides the space, hinders ease of movement, and obstructs visibility.

One or more spacious zones for **Library Staff Space** The clarification of staff areas will make it more direct and effective to monitor the public zone.

**Shelving** shall be 66” high to permit greater visibility

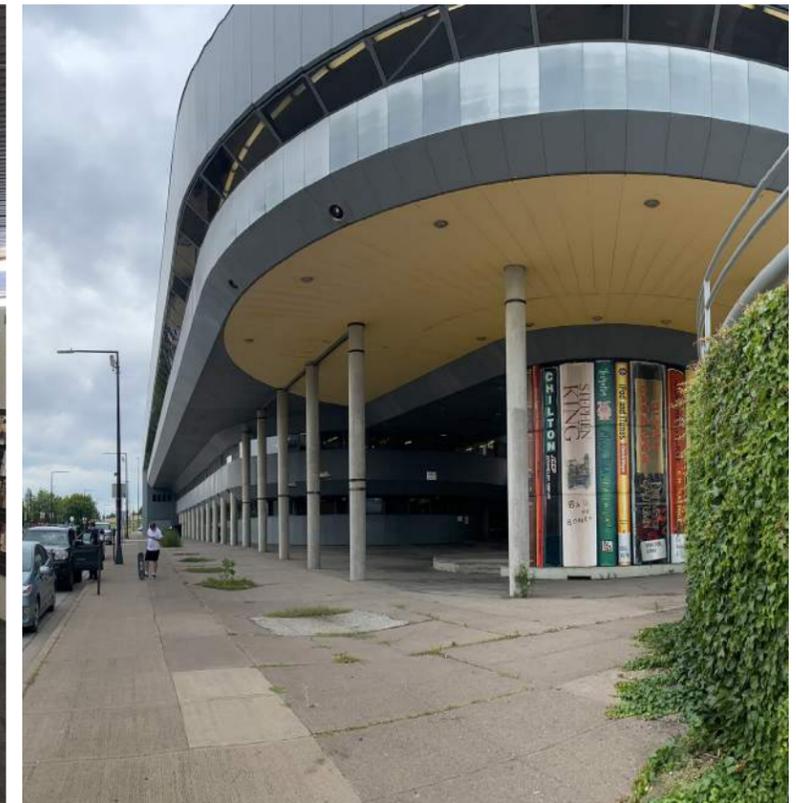


University of California, Berkeley

## ENVIRONMENT, SUSTAINABILITY AND RESILIENCE

Presume City of Duluth will promote and integrate a variety of sustainable strategies. For example:

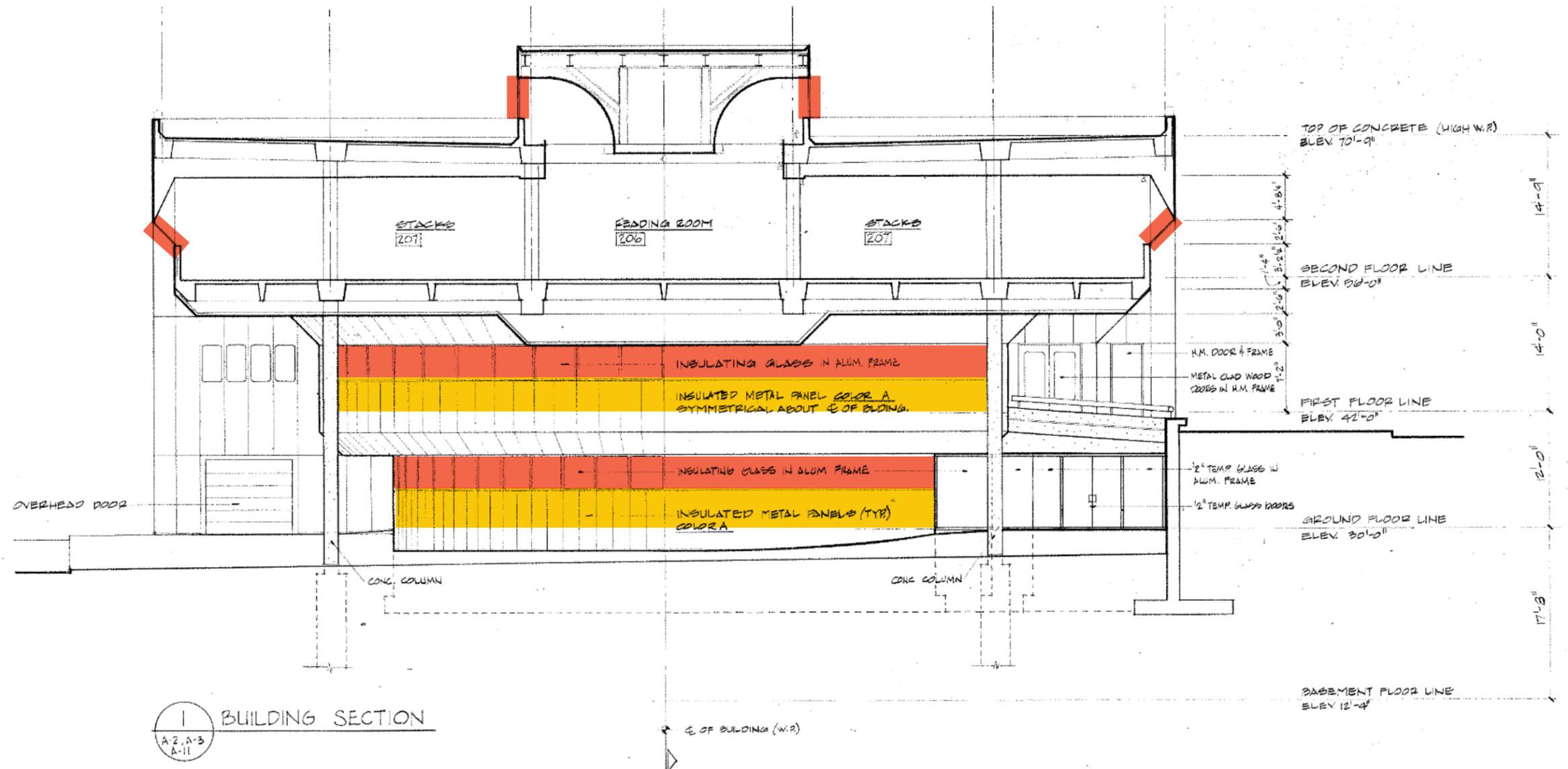
- Photo voltaic solar array
- Building Materials
- Carbon free
- Energy efficiency
- Improve exterior facade
- Replace w energy efficient, clear glass windows
- Harvest daylight



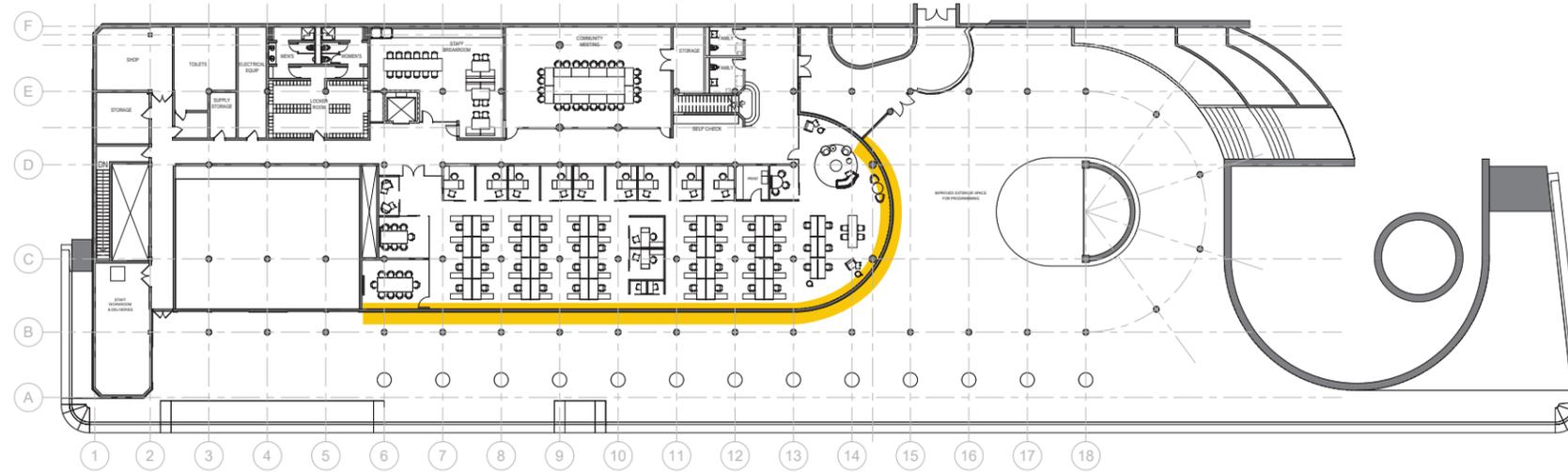
POTENTIAL AREAS FOR INCREASED GLAZING, SHOWN

**YELLOW**

REPLACE EXISTING, TINTED GLASS, WITH HIGHER PERFORMING, CLEAR, LOW-E INSULATED GLAZING UNITS, POTENTIAL AREAS SHOWN IN **RED**

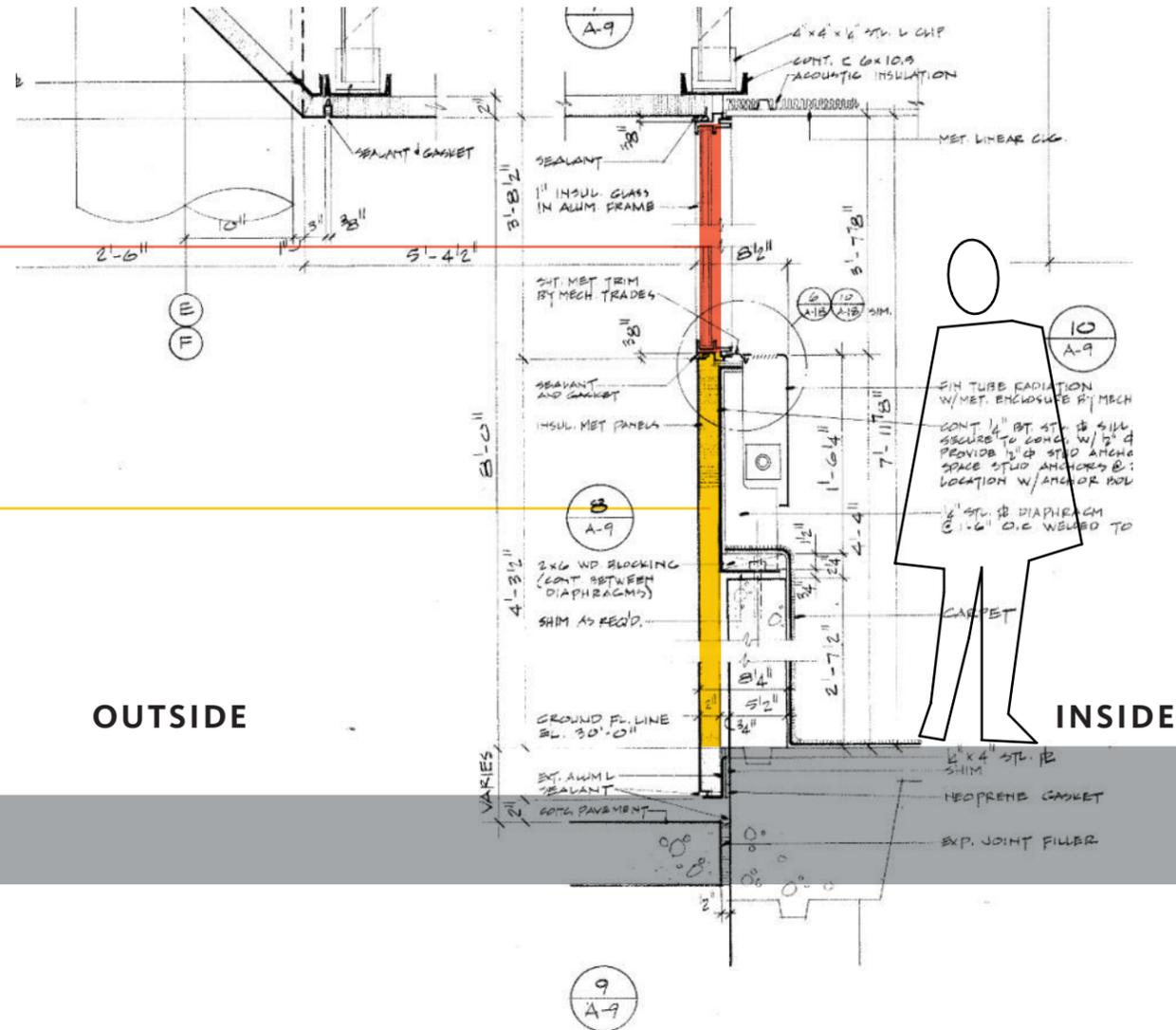


LOWER LEVEL



EXISTING WINDOW HEIGHT

POTENTIAL WINDOW HEIGHT



OUTSIDE

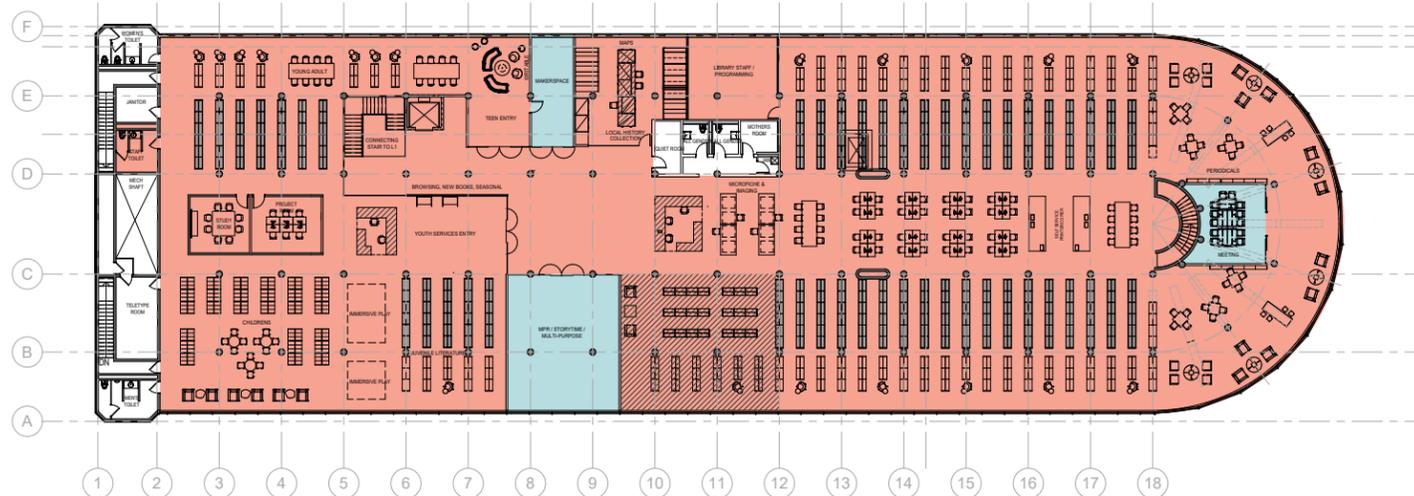
INSIDE



**CONCEPT PLAN**

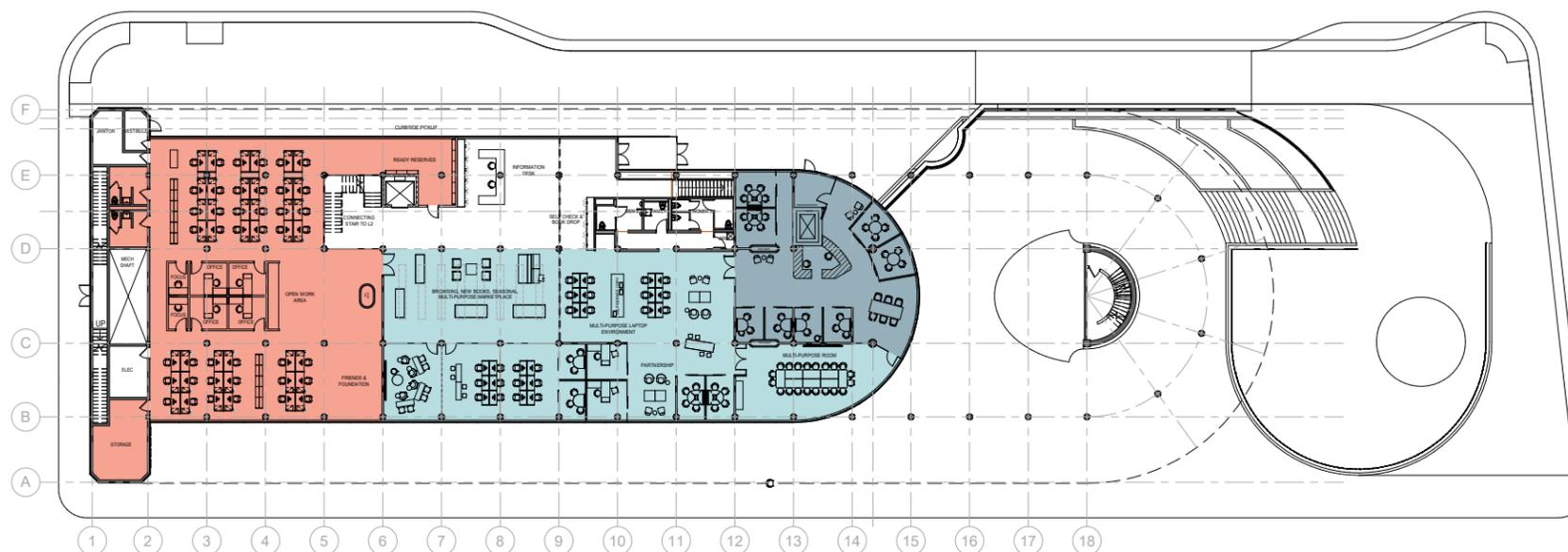
**SECOND FLOOR**

- Young Adult
- Children's
- MPR/Storytime
- All Collections
- Meeting Rooms



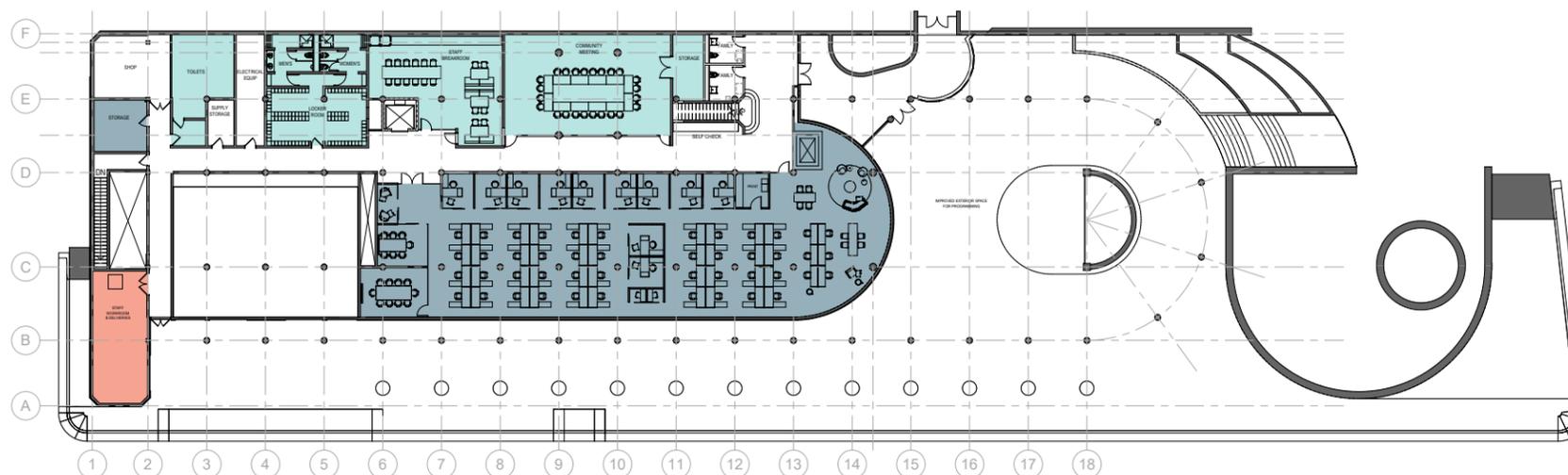
**FIRST FLOOR**

- Library Staff
- Workforce Public Interface
- Shared Meeting Space
- Multi-Purpose Laptop Environment
- Browsing, New Books, Seasonal
- Information Desk
- Partnership
- Hold Shelves



**GROUND FLOOR**

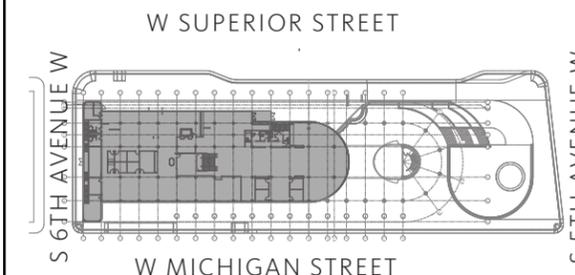
- Shared Staff Breakroom
- Staff Lockers
- Workforce Staff and Storage
- Community Meeting



**LEGEND**

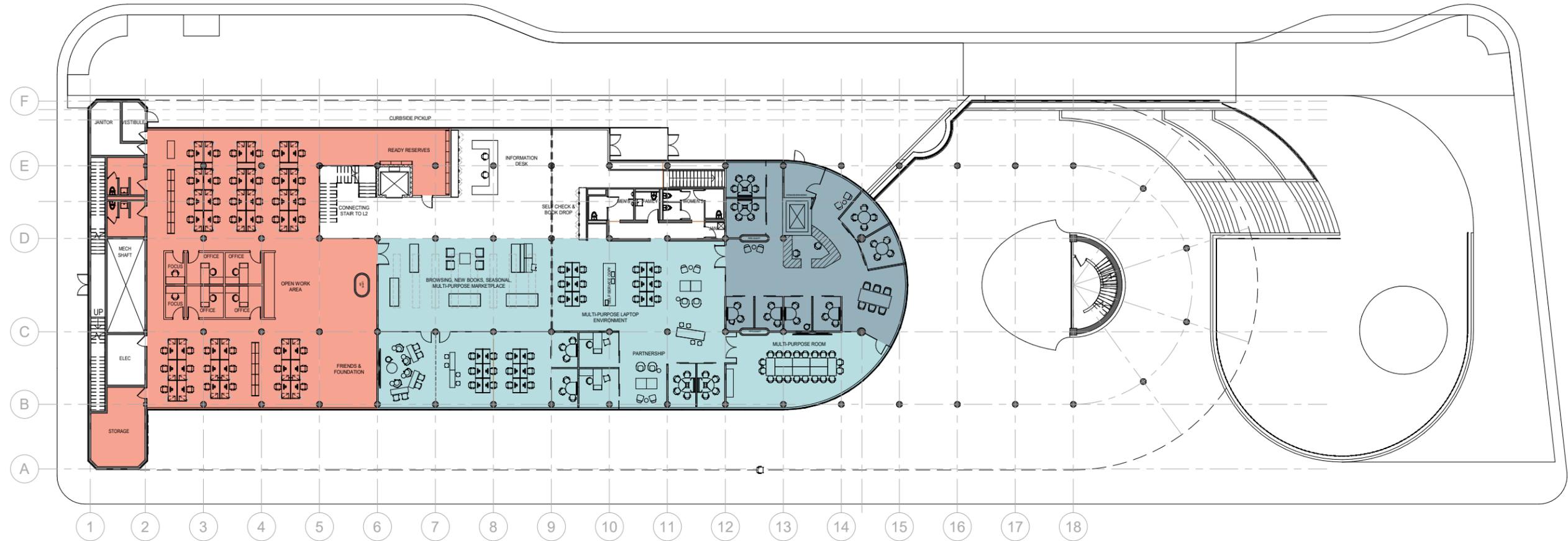
<span style="color: red;">●</span> Library	34,579 SF
	56%
<span style="color: lightblue;">●</span> Shared	11,326 SF
	18%
<span style="color: darkblue;">●</span> Workforce Development	8,435 SF
	14%
Public Circulation & Restrooms	7,779 SF
	13%

**KEYPLAN**



plans not to scale

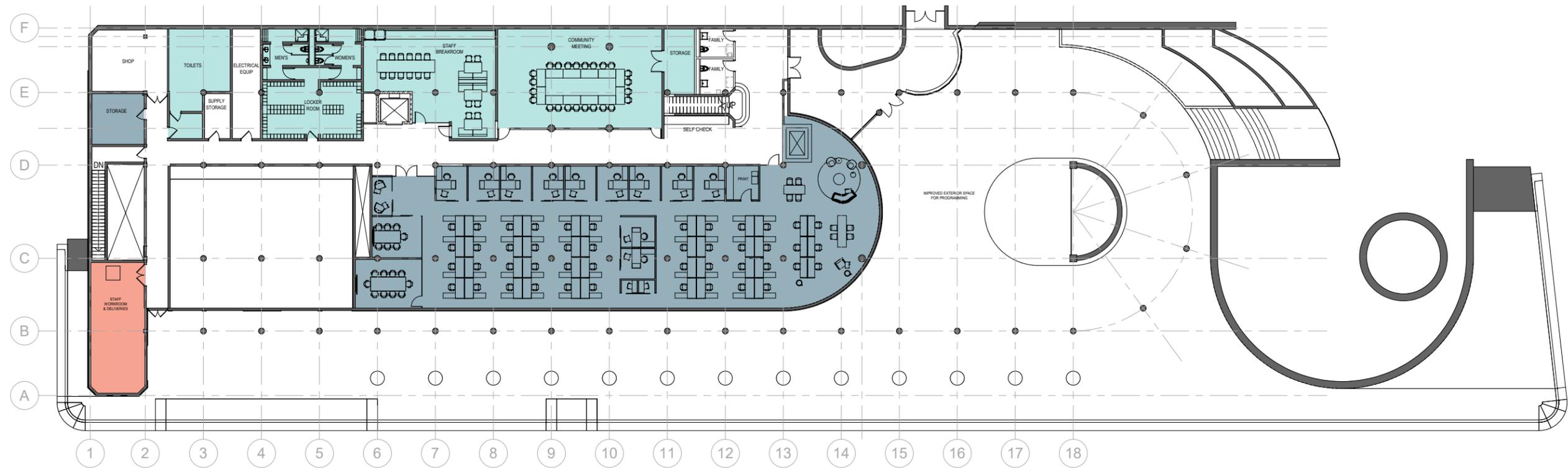
## CONCEPT PLAN



### FIRST FLOOR - SUPERIOR STREET ENTRY

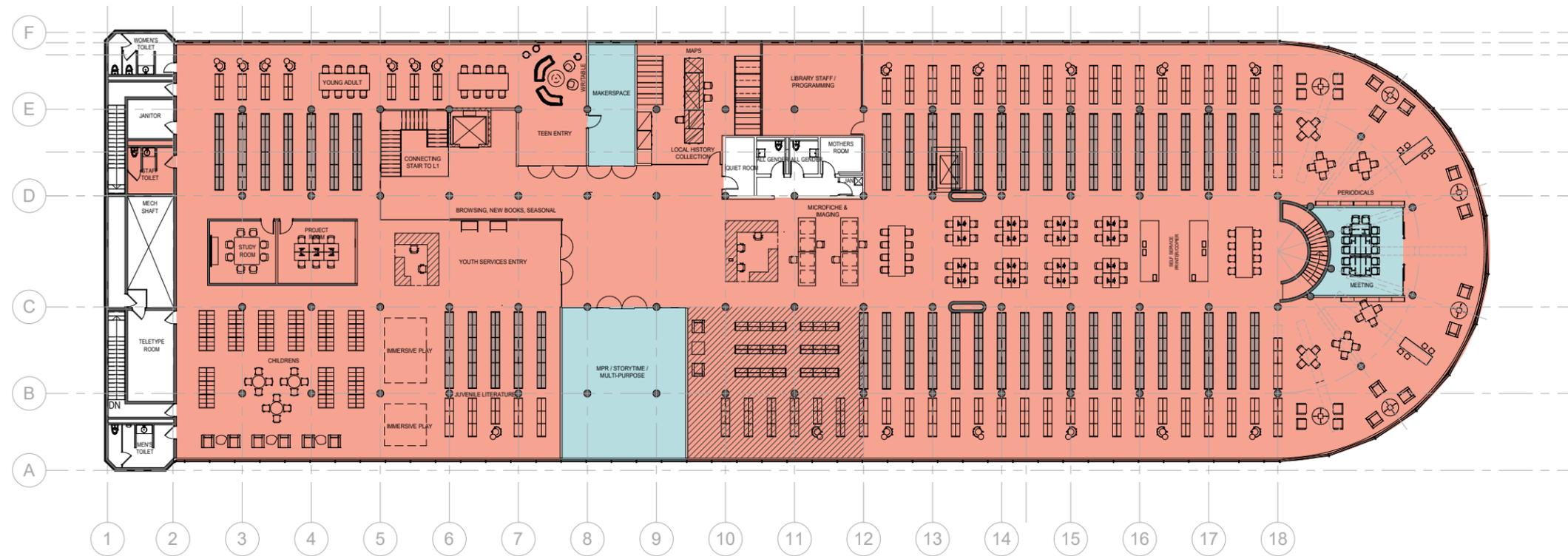
- LIBRARY FUNCTIONS, WORKFORCE PUBLIC SERVICE FUNCTIONS AND SHARED FUNCTIONS
- MAINTAINS ORIGINAL ENTRANCE. IMPROVE SIGNAGE
- ADDS SEPARATE AND SECURE ENTRANCE AND VESTIBULE TO NEW WORKFORCE AREA. ADDRESSES DIFFERENT OPEN HOURS
- VESTIBULE AT NEW ELEVATOR AND ENTRANCE
- PROVIDES FLEXIBLE SECURITY GATE FOR EACH ZONE. ADDRESSES DIFFERENT OPEN HOURS
- DIVERSITY OF COLLABORATION AND MEETING SPACES
- SHARED SPACES
- CONSOLIDATES LIBRARY STAFF ADJACENT TO WELCOME DESK
- ASSUMES SECURITY STATION
- FLEXIBLE SPACE FOR HOLDS, NEW RELEASES, PARTNERSHIP INFORMATION, INFORMATION KIOSK, SELF CHECK, BUSINESS INCUBATOR, SEATING

## CONCEPT PLAN



### GROUND FLOOR - MICHIGAN STREET ENTRY

- CONSOLIDATES WORKFORCE STAFF AREA
- REMODEL RESTROOM, BREAKROOM, MEETING ROOM
- STORAGE FOR WORKFORCE
- DOCK FOR LIBRARY FUNCTION
- INCREASED DAYLIGHT



## SECOND FLOOR - LIBRARY

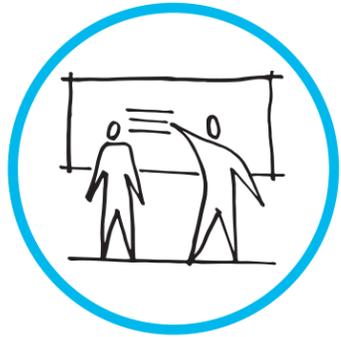
- SOME STAFF AREAS AND SERVICE DESKS
- COLLECTIONS
- VARIETY OF SEATING TO ACCOMMODATE DIFFERENT PREFERENCES AND STUDY STYLES
- YOUTH SERVICES
- COLLABORATION AND MEETING SPACES. MAKER / CONTENT MAKER SPACE
- INCREASED DAYLIGHT

CONCEPTUAL 3D VIEW OF LEVEL 01 MARKETPLACE



CONCEPTUAL 3D VIEW OF LEVEL 01 MARKETPLACE





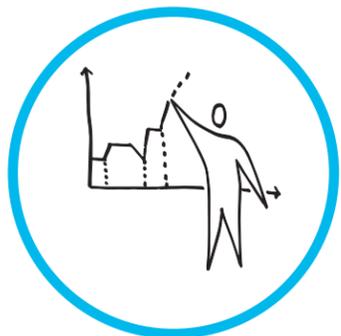
## PRE-DESIGN RFP PROCESS

- City Issues Request for Proposals (RFP)
- RFP Selection Process



## ENGAGEMENT, PROGRAMMING AND PRE-DESIGN PROCESS

- Engagement Phase: Community, Stakeholders and Staff
- Programming Phase: Staff
- Pre-Design Conceptual Design Phase
- Cost Estimate of Pre-Design Conceptual Design
- Deliverable Pre-Design Summary and Report



## SUBMIT FOR CAPITAL FUNDING REQUEST